

DESCRIPTION AND USAGE INSTRUCTIONS FOR MONTHLY EMPL REPORTS

This document contains the report name (underlined) and brief description of what information the report provides and how it may be used by an agency.

ALPHA1N

This report should be reviewed monthly to verify employee salary.

CLASSORTC

This report is sorted by class-code and provides information as to the names of the employees that are currently in each class. This report prints a separate page for each class-code. This is just an informational report for your use and does not require any action from the agency.

CLASSORT

This report looks just like the CLASSORTC report with the exception that it does not print a new page for each class-code. It prints about ¼ the number of pages that CLASSORTC prints. This is just an informational report for your use and does not require any action from the agency.

EMPSTAT (requires agency action)

This report should be viewed and appropriate EMPL records updated monthly. This report tells you which employees have completed their probationary or trial service periods and the date they are due to be certified. All employees due to be certified need to be updated with action code 682.

ORGUNIT1

This report sorts your positions into groups by organizational-unit. This is an informational report for your use and does not require any action from the agency.

POSTAT1

This report should be kept on file. It will give you information about your positions in position number order. This report will tell you what position-status has been assigned to each position. This is an informational report and does not require any action from the agency.

TEMPEXG1 (requires agency action)

This report should be viewed and appropriate EMPL records updated monthly. This report alerts you to temporaries that have worked past their expiration date and need to be terminated (501) or have their expiration date extended (340). It also alerts you to employees that are in substitute positions that need to be moved to a permanent position.

ETHNIC (requires agency action)

This report should be viewed and appropriate EMPL records updated monthly. This report alerts you to employees who have had their demographic record updated with a zero for ethnicity. Although ethnicity is not a required field in EMPL, when you hire an employee it must eventually be entered for Federal EEO reporting.